

March 10, 2009

To: Mayor and City Council

From: Greg Burris, City Manager

Re: **Recommended Process to Select Citizen's Police-Fire Pension Fund Task Force**

As you know, March 9 at 5:00 p.m. was the deadline for accepting applications from citizens for the new Citizen's Police-Fire Pension Fund Task Force. Attached you will find a listing of the applicants.

The purpose of this memo is to recommend the following process for selecting members for, and forming, this task force:

- I will meet with a variety of community citizens and leaders to review the submitted applications and recommend 12-14 of these individuals to serve on the task force. An emphasis will be placed on selecting a membership with a diverse mix of interests and backgrounds.
 - The majority of task force members should be Springfield citizens. However, some non-residents may also be allowed to serve because approximately 50% of Springfield's sales taxes are paid by people who do not live within the Springfield city limits.
 - The following groups of individuals will be excluded from consideration due to a potential conflict of interest: Current City Council members and candidates for these positions, current City employees, current members of the Pension board, and any person currently receiving police-fire pension benefits.
- I will recommend 12-14 task force members to the Council.
- The Mayor and Council will select the chair and vice-chair. The chair may be selected from the task force members or the community at large. The vice chair should be selected from the task force members.
 - The role of the chair will be to provide leadership to the task force; schedule, set the agenda for, and preside over all meetings of the task force; and ensure development of the task force's final report.
 - The role of the vice-chair will be to fill in for the chair whenever the chair is unavailable.

- Council and/or the task force (once formed, and with Council approval) have the right to add a few additional members (from the applicant list or the community at-large) at any point in time if it is felt that certain types of knowledge bases are under-represented.
- Council may elect to assign one or two “alternates” to the task force. If appointed, these alternates would attend all meetings of the task force, but would not participate in the discussions unless the chair appoints full membership to one or both due to some other member(s) being unable to fulfill their commitment to serve.
- I recommend selecting a liaison from the Police-Fire Pension Board as a non-voting, *ex officio* member of the task force to facilitate communication and provide information.
- Council may elect to delay the task force selection process until the new Council is seated. However, I urge Council to consider moving forward at this time so as not to lose another month of progress toward identifying optional strategies. A significant commitment of time and effort will be required of all task force members in order to fully research the problem, analyze various options, and select one or more recommended solutions to address the pension shortfall.
- The task force will be formed as soon possible after the membership is accepted by City Council.
- I recommend that a target date for receipt of the task force’s final report be set as June 30, 2009. Of course, Council may grant an extension if additional time is required – it is important the task force have sufficient time to consider all available options. The final, written report is to be delivered to City Council and the City Manager. (Note: A final report target date is recommended because I believe we owe the task force members some indication of the expected length of service associated with their commitment.)
- I recommend City staff provide legal and clerical support to the task force as the chair desires.
- I recommend City staff provide background information and research support to the task force as the chair desires.

Please let me know if you have any questions, comments, objections, or concerns regarding my recommendations by March 17th.

Attachment

Applicants for Police and Fire Pension Task Force

Allen	Brian
Blackburn	Mary
Brown	David
Buell	Faith
Daniels	Mary Beth
Davis	Charity
Donegan	Christopher
Ebrite	Randy
Elliott	Gordon
Ellison	Fred
Emerson	Teresa
Gloeckner	Greg
Goddard	Jerry
Griesemer	Louis
Harmison	Jerry
Headlee	Rick
Hellweg	Kurt
Herd	Carl
Herd	Linda
Hill	Gary
Holcomb	Joshua
Homan	Kenneth
Jeffries	James
Jones	Robert L.
Kimbrel	Kenneth
Krull	Ben
Kubicek	Peggy
Long	Michael
Mahoney	Ed
Martz	Tom
Matthews	Shawn
McLoud	Tom
Mihalevich	Carol
Mitchell	Carmen
Mitchell	Charles
Morrow	Matt
Motsenbocker	Skip
Munsey	Charles
Negrete	Cathy
Paul	Jeff
Peoples	Floyd
Reed	John

Reed	Steven
Rice	Jeff
Richardson	Harold
Roberts	Kenneth
Sellers	Martin
Siebert	Tim
Velasco	David
Wagoner	Craig
Wortley	Jason
Young	Lloyd
Young-Hamby	Valerie